

CSC Adopted: April 2002, CSC Revised: _____

Class Title: Senior Exhibits Manager/Designer

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Develops and implements the museum’s exhibit plan and oversees the exhibits staff.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Develops and implements the museum’s exhibit plan; leads in the development of the annual and multi-year exhibit plan; responsible for all aspects of exhibit planning, design, construction and installation including contract administration.
2	L	Manages projects and supervises exhibits staff; coordinates technical staff assistance from other divisions.

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CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor’s degree or equivalent.
Experience	Three years of experience with museum exhibits or related experience.
Certifications and Other Requirements	Valid Driver’s License
Reading	Work requires the ability to read publications and technical manuals.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write exhibit text, exhibit descriptions, performance evaluations and requests for proposals.
Managerial	Managerial responsibilities include developing and coordinating exhibit project management.
Budget Responsibility	Does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size (programs, activities, projects or small organizational units).
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees or a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work is widely varied, involving analyzing and evaluating many complex and significant variables. City-wide policies, procedures, or precedents are developed and/or recommended.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Designing, maintaining and working with museum exhibits; presentations.
Sitting	F	Designing, maintaining and working with museum exhibits
Walking	F	Designing, maintaining and working with museum exhibits
Lifting	R	Designing, maintaining and working with museum exhibits
Carrying	O	Designing, maintaining and working with museum exhibits
Pushing/Pulling	R	Designing, maintaining and working with museum exhibits
Reaching	O	Designing, maintaining and working with museum exhibits
Handling	O	Designing, maintaining and working with museum exhibits
Fine Dexterity	C	Computer keyboard, writing, telephone keypad
Kneeling	R	Maintaining and working with museum exhibits
Crouching	R	Maintaining and working with museum exhibits
Crawling	R	Maintaining and working with museum exhibits
Bending	O	Maintaining and working with museum exhibits
Twisting	R	Maintaining and working with museum exhibits
Climbing	R	Maintaining and working with museum exhibits
Balancing	R	Maintaining and working with museum exhibits
Vision	C	Computer, desk work, writing, reading, observations, use of office equipment, driving
Hearing	C	Telephone, co-workers, staff, supervisors, meetings, presentations
Talking	C	Telephone, co-workers, staff, supervisors, meetings, presentations
Foot Controls	R	Driving
Other (specify)		

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, drafting table, Standard Microsoft Windows and Office software, graphics software, telephone, digital camera

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	S	Dirt and Dust	S
Chemical Hazards	S	Extreme Temperatures	N
Electrical Hazards	S	Noise and Vibration	N
Fire Hazards	S	Fumes and Odors	S
Explosives	N	Wetness/Humidity	S
Communicable Diseases	N	Darkness or Poor Lighting	M
Physical Danger or Abuse	N		
Other (see 1 below)			

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	C
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	

- (3)